

CRANSTON SCHOOL COMMITTEE MEETING

TUESDAY, JANUARY 19, 2010

Western Hills Middle School

400 Phenix Avenue

EXECUTIVE SESSION 6:00 P.M.

IMMEDIATELY FOLLOWED BY PUBLIC MEETING

IMMEDIATELY FOLLOWED BY PUBLIC BUDGET WORK SESSION

AGENDA

1. Call to Order – 6:00 p.m. Convene to Executive Session pursuant to RI State Laws PL 42-46-5(a)(1) Personnel; PL 42-46-5(a)(2) Collective Bargaining and Litigation (Contract Negotiations' Update- Food Service, Teacher Assistants/Bus Aides, Technical Assistants, Secretaries), Tax Sheltered Annuity.

2. Executive Session

3. Call to Order – Public Session

4. Roll Call/Quorum

5. Executive Session Minutes Sealed – January 19, 2010

6. Approve Minutes of Previous Meetings – November 23, 2009, December 7 and December 9, 2009.

7. Public Acknowledgements/Communications

8. Chairperson's Communications

9. Superintendent's Communications

10. School Committee Member Communications

11. Public Hearing

a. Students (Agenda/Non-agenda Items)

b. Members of the Public (Agenda Matters Only)

12. Consent Agenda/Consent Calendar

RESOLUTIONS

Sponsored by Mrs. Ruggieri

NO. 10-1-1 – Whereas, the Cranston School Department has a projected deficit in excess of \$2.4 million dollars;

and whereas the Cranston School Department and the City of Cranston have departments that perform functions that are similar and may duplicate efforts,

and whereas it has been the recommendation of the School Committee with regards to Project Redirect and the direction of the mayor to consolidate certain departments,

and whereas it is believed that there would be a cost savings for both the city and the schools as well as an opportunity for the city and the schools to come together to begin to solve the financial burdens of our city.

The Cranston School Committee is recommending a committee be put together to begin the consolidation of the IT Departments of both the city and the schools. This consolidation would incorporate staff members from both the city and school department.

This committee would be made up of two City Council members; one member appointed by the City Council and one member appointed by the Mayor, two members of the Cranston School Committee to be chosen by the Chairman of the School Committee, as well as one designated employee from each department. In addition, it would be prudent to have a member independent of both of these committees to help with the facilitation of this consolidation.

This committee will begin meeting February 2010 and will report back to the Committee with their progress report for the March 2010 School Committee meeting.

The consolidation of this department must be completed and running by no later than May 1st, 2010.

Sponsored by the Administration

NO. 10-1-2 - Whereas the Cranston Public Schools have made commitment to developing the necessary components of the Rhode Island Diploma System, and

Whereas the Cranston Public Schools have been engaged in the process of developing that diploma system toward the goal of awarding the Regent's Diploma to all Cranston High School graduates, and

Whereas the Cranston Public Schools have focused on the development and implementation of rigorous academic and cultural knowledge and skills, including twenty-first century skills and

Whereas the Cranston Public Schools have also focused on the development and implementation of social and citizenship expectations and

Whereas the Cranston Public Schools have created and implemented these additional high expectations for all graduates of the high schools of Cranston that are linked to these rigorous academic and cultural knowledge and skills, including twenty-first century skills,

and social and civic expectations and

Whereas the above expectations have been incorporated into the assessment system for graduation from all Cranston High Schools,

The Cranston School Committee resolves to approve and support these 25 high expectations as attached to this document, and assure that that all students are assessed to determine proficiencies on these expectations in their senior year; and

The Cranston School Committee further resolves to assure that all students are provided access and opportunity to demonstrate their proficiencies throughout their high school years, and prior to graduation in order to receive a Regent's Diploma.

Sponsored by the Administration

NO. 10-1-3 – RESOLVED, that the Cranston School Department enter into a Memorandum of Understanding with Roger Williams Hospital for Park View Middle School to be utilized as an alternate care site in the event a mass medical emergency is declared in the State of Rhode Island.

Sponsored by the Administration

NO. 10-1-4 - Whereas Donald W. Frederick attended Cranston High

School East and graduated in 1965 and

Whereas in 1996 he was appointed to be principal of Cranston High School East and

Whereas he inherited Cranston High School East which was placed on academic probation by the New England Association of Schools and Colleges and

Whereas his leadership restored East to full accreditation in less than three years and

Whereas he helped to develop teachers and assistant principals as leaders who presently serve in Cranston and other school districts and

Whereas for his outstanding achievement to Cranston East and the community he was inducted into the Cranston Hall of Fame in 2002

Be it RESOLVED that a committee be formed to oversee the dedication of the Cranston East Alumni Hall which honors athletics and academic trophies in honor of Donald W. Frederick.

Be it further RESOLVED the committee shall consist of two members of the Cranston School Committee designated by the Chair, the principal of Cranston East, two Cranston East teachers as designated

by the principal, two parents of Cranston East as designated by the principal, and the Director of Plant Operations as well as the Superintendent of Schools.

ADMINISTRATION

PERSONNEL

NO. 10-1-5 - RESOLVED, that at the recommendation of the Superintendent, the following certified personnel be appointed as substitutes on a temporary basis as needed:

Michelle Collette, Social Work

Brian Lally, General Subject Matter K-12

Michelle Liese, Special Education Elementary/Middle

Judy Nacci, Secondary Math

Samantha Bilsky, Elementary

Cristina Bello, Elementary

Franklin Steever, General Subject Matter K-12

John Savastano, General Subject Matter K-12

Meg Shewchuk, Health and Physical Education

Melissa Scungio, Physical Education

Ashley Pagliarini, Health and Physical Education

Marlaina Mancini, Secondary Spanish/Italian

NO. 10-1-6 – RESOLVED, that at the recommendation of the Superintendent, the following certified staff member be granted a leave of absence without compensation as provided in Article XIX, Section B.3 of the Master Agreement between the Cranston School

Committee and the Cranston Teachers' Alliance:

Jennifer Fusaro, Teacher

Edgewood Highland

Effective Date: January 25, 2010 to August 2010

NO. 10-1-7 - RESOLVED, that at the recommendation of the Superintendent, the retirement of the following certified personnel be accepted:

Jacqueline Desjardins, Teacher

Itinerant

Effective Date: June 30, 2010

NO. 10-1-8 - RESOLVED, that at the recommendation of the Superintendent, the following individuals be appointed as volunteer coaches:

Cranston High School East

David Sampson – Boys Hockey

Walter Brown – Girls Basketball

Ray Huelbig – Girls Basketball

Carl Chiulli- Boys Basketbal

Cranston High School West

Michael Boyajian, Jr. – Boys Hockey

Matthew Brannon – Boys Hockey

Michael Martini - Wrestling

Cranston Co-Op

Justin Zmed – Girls Hockey

NO. 10-1-9 - RESOLVED, that at the recommendation of the Superintendent, the following non-certified employee(s) be appointed:

Mona McMahon, Teacher Assistant

Stadium

Effective Date: January 4, 2010

Authorization: Replacement

Fiscal Note: 12032032 519500

Kelly Brennan, Program Manager

Cranston Community Learning Center

Effective Date: January 4, 2010

Authorization: Replacement

Fiscal Note: 51719113/531115113 511300

NO. 10-1-10 – RESOLVED, that at the recommendation of the Superintendent, the retirement(s) of the following non-certified personnel be accepted:

Cathleen Hardy, Bus Driver

Transportation

Effective Date: December 30, 2009

Vicki Mowry, Teacher Assistant

Stone Hill School

Effective Date: February 1, 2010

NO. 10-1-11 - RESOLVED, that at the recommendation of the Superintendent, the resignation(s) of the following non-certified personnel be accepted:

Rosa Orellana, Bus Driver

Transportation

Effective Date: December 28, 2009

NO. 10-1-12 - RESOLVED, that at the recommendation of the Superintendent, the termination of non-certified personnel Employee A be accepted:

NO. 10-1-13 - RESOLVED, that at the recommendation of the Superintendent, said non-certified personnel be recalled from layoff, and

Be it further RESOLVED, that the Superintendent notify these

individual(s) of the committee's actions.

POLICY AND PROGRAM

NO. 10-1-14 - RESOLVED, that at the recommendation of the Superintendent, the following Conferences/Field Trips of Long Duration be authorized:

1. Steven C. Knowlton, Principal of Cranston High School West, to travel to San Antonio, Texas from March 4, 2010 through March 9, 2010 to attend the 2010 ASCD Annual Conference, at no cost to the school department. All expenses will be paid by Mr. Knowlton and no substitute is needed.

2. Laura Albanese, Executive Director of Educational Programs & Services, Cheryl Coogan, Executive Director of Pupil Personnel & Curriculum, to travel to Boston, MA from March 17, 2010 through March 19, 2010 to attend the 21st Century Learners Summit, at no cost to the school department. All expenses to be paid by Scholastic and no substitutes are needed.

POLICIES

NO. 10-1-15 - RESOLVED, that Policy #6153, Field Trip Policy, as amended, be approved for first reading. (Policy attached).

13. Action Calendar/Action Agenda

BUSINESS

NO. 10-1-16 – RESOLVED, that at the recommendation of the Superintendent, to consider and vote on an amended corrective action plan for the projected deficit for the 2009-2010 school year.

14. New Business

15. Public Hearing on Non-agenda Items

16. Adjourn to Public Budget Work Session

Superintendent's Presentation of the 2010-2011 School Budget to the Cranston School Committee

17. Announcement of Future Meetings

18. Adjournment

School Committee members who are unable to attend this meeting are asked to notify the Chairman in advance.

Any changes in the agenda pursuant to RIGL 42-46-6(e) will be posted on the school district's website at www.cpsed.net, Cranston Public

Schools' Administration Building, 845 Park Avenue, Cranston, RI; and Cranston City Hall, 869 Park Avenue, Cranston, RI and will be electronically filed with the Secretary of State at least forty-eight (48) hours in advance of the meeting.

Individuals requesting interpreter services for the hearing impaired must notify the Superintendent's Office at 270-8170 72 hours in advance of hearing date.

Notice Posted: January 14, 2010/Cranston Herald.

Cranston Public Schools

Mission Expectations

The Mission of Cranston Public Schools

The student completing an education program in Cranston Public Schools is an inquisitive, literate, culturally aware, life long learner, with positive self-esteem, who is able to think creatively and analyze information critically. The student is a resourceful technologically proficient worker, who contributes to team efforts. As a responsible citizen, the student is an ethical, self-reliant, and socially responsible member of the global community.

Academic Expectations

1.The Cranston high school graduate exhibits proficient

communication skills.

A. Interactive Listening

B. Oral Presentations

C. Report Writing

D. Procedural Writing

E. Persuasive Essay

F. Text-based Writing

G. Reflective Writing

H. Narrative Writing

I. Poetry Writing

J. Reading and Responding to an Informational Text

K. Reading and Responding to Literary Text

2. The Cranston high school graduate exhibits proficient problem solving, research, and critical thinking skills.

A. Problem Solving

B. Research

C. Number and Operations

D. Geometry and Measurement

E. Functions and Algebra

F. Data, Statistics and Probability

G. Think Sequentially

H. Investigate, Analyze, and Interpret Information Resources: when applicable - to form and support options

I. Investigate through Inquiry

J. Understand Systems and Energy

K. Relate Form to Function

L. Apply Scientific Principles to Real-Work Situations

M. Patterns of Change

3. The Cranston high school graduate will engage in and will be culturally aware of music, visual arts or performing arts through performance, creation, or response.

- **Performance of Art Forms**
- **Creation of Art Forms**
- **Response to Art Forms**

4. The Cranston high school graduate exhibits proficiency in reflection, evaluation, and use of technology.

- **Annually collect and maintain proficient artifacts in a “working” portfolio**
- **Create and present a graduation portfolio**

***Social Expectation**

The Cranston high school graduate is a respectful, ethical, responsible, and a courteous individual, who can work both independently and cooperatively by following the rules outlined in the Cranston Public Schools Student Handbook.

- **Annually collect student information related to citizenship, effort, attendance, and discipline**

***Civic Expectation**

The Cranston high school graduate is a contributing member of his/her community, and as such functions as an informed, involved citizen who advocates for positive changes in surrounding environment.

- Annually collect student information related to participation in various school activities and community service.**

***Under review/revision**

**Original Document created and approved by CPS high School faculty
2003**

**Revised October 2008; Adopted by CPS high school faculty February
2009**

MEMORANDUM OF UNDERSTANDING FOR USE OF FACILITIES AS ACS

**Roger Williams Hospital and Cranston School Department/Park View
Middle School agree that:**

**In the event of a mass medical emergency in the State of Rhode
Island, local and state health and medical infrastructure and
associated resources will be quickly committed to providing the
necessary treatment and/or prophylaxis to effectively respond.
Resources from the state, federal, and private sector will be mobilized
and deployed to augment local medical and health resources as soon
as possible. Such an event may require a facility to support the
activation of an Alternate Care Site (ACS). The ACS will serve as a
site where supportive care can be provided to patients meeting the
criteria for admission to an ACS as outlined in Department of Health
Patient Flow Model.**

**Roger Williams Hospital and Cranston School Department/Park View
Middle School enter into this partnership as follows:**

**1. Facility Space: Roger Williams Hospital accepts designation of
Cranston School Department/Park View Middle School located at 25
Park View Boulevard, Cranston, RI as an Alternate Care Site (ACS), in**

the event the need arises.

2. Use of the Facility: Request to use facility as an ACS will occur as soon as the Resource Request form has been returned and authorized by HEALTH (Appendix F). Designation and use of Cranston School Department/Park View Middle School will be mutually agreed upon by all parties to this agreement.

3. Modification or Suspension of Normal Facility Business Activities: Cranston School Department/Park View Middle School agrees to alter or suspend normal operations in support of the ACS as needed.

4. Use of Facility Resources: Cranston School Department/Park View Middle School agrees to authorize the use of facility equipment such as forklifts, buildings, communication equipment, computers, Internet services, copying equipment, fax machines, etc. Facility resources and associated systems will only be used with facility management authorization and oversight to include appropriate orientation/training as needed.

5. Costs: Roger Williams Hospital will be responsible for all costs associated with the emergency and operation of the ACS that include modifications or damages, other than normal wear and tear, to the facility structure and its contents, including but not limited to equipment and associated systems related to their use and support of the ACS facility operations; provided those modifications or damages result from action or inaction taken or not taken by Roger Williams Hospital employees or agents.

6. Liability: Title 30 Military Affairs and Defense, Chapter 30-15 Emergency Management addresses immunity from liability for

services rendered voluntarily and without compensation in support of emergency operations during an emergency or disaster declared by the Governor, and Roger Williams Hospital agrees to hold harmless and indemnify the Cranston School Department from any and all claims and damages resulting from the emergency operations.

7. Contact Information: Cranston School Department/Park View Middle School will provide Roger Williams Hospital the appropriate facility 24 hour/7 day contact information, and update this information as necessary.

8. Duration of Agreement The minimum term of this MOU is two years from the date of the initial agreement. Subsequent terms may be longer with the concurrence of all parties.

9. Agreement Review: A review will be initiated by Roger Williams Hospital and conducted following a disaster event wherein the ACS was utilized or within two years after the effective date of this agreement. At that time, this agreement may be negotiated for renewal. Any changes at the facility that could impact the execution of this agreement will be conveyed to the identified primary contacts or their designees of this agreement as soon as possible. All significant communications between the Parties shall be made through the primary contacts or their designees.

10. Amendments: This agreement may be amended at any time by signature approval of the parties' signatories or their respective designees.

11. Termination of Agreement: Any Party may withdraw at any time

from this MOU, except as stipulated above, by transmitting a signed statement to that effect to the other Parties. This MOU, and the partnership created thereby, will be considered terminated thirty (30) days from the date the non-withdrawing Party receives the notice of withdrawal from the withdrawing Party.

12. Capacity to Enter into Agreement: The persons executing this MOU on behalf of their respective entities hereby represent and warrant that they have the right, power, legal capacity, and appropriate authority to enter into this MOU on behalf of the entity for which they sign.

Facility Official: Date

Municipality Official (if warranted): Date

Public Health Department Official: _____ Date

Healthcare Service Region Lead Hospital Official: Date

To authorize facility use, call:

Name: _____

Daytime phone number:

After-hours/emergency phone number:

To open facility, call:

Name: _____

Daytime phone number:

After-hours/emergency phone number:

Alternate contact to open facility, call:

Name

Daytime phone number:

After-hours/emergency phone number:

FIELD TRIP POLICY – FINAL 2 (Policy #6153)

DRAFT

Field Trips

Well-planned field trips that are coordinated with the curriculum and give concrete meaning to a specific learning project can be a vital part of the learning process at levels of schools. As such, they shall be conducted in the Cranston Public Schools as follows:

NON-CURRICULUM FIELD TRIPS

1. Non-curriculum Field Trips shall not be allowed without the expressed approval of the Superintendent or his/her designee. “Non-curriculum” is defined as that which is unrelated to an academic subject for which course credit is given and a grade is received.

CURRICULUM BASED FIELD TRIPS

1. Criteria for Field Trips Determination for a curriculum based field trip is based on the following criteria:

- The field experience is the best means by which the objective of the**

instructional program can be met.

- The instructional activity would be affected to some degree if this trip were postponed or cancelled.**
- The resource cannot come to the school or a central area location.**
- Other media cannot be used as a substitute for the field experience.**
- The objectives of the lesson or work will be enhanced considerably by this field trip.**
- This trip does not cut deeply into the time of other instructional areas.**
- Consideration for all emergencies have been made.**
- All requests for field trip approval must be submitted to the Assistant Superintendent 10 school days prior to the date of the trip.**

2. Field Trip Planning – The following planning will be required for all curriculum based field trips:

- Adequate instructional preparations for the trip have been made.**
- Follow-up activities have been planned.**
- Necessary safety precautions as to permission slips, adult/pupil ratio, insurance coverage of carrier, etc. have been investigated to the satisfaction of the principal or his/her designee.**
- This is not an experience that might be better left to a family type activity – examples: trip to a park, a movie for general information, etc.**
- Students have been properly instructed as to the code of conduct expected.**

3. Transportation

Using School Vehicles

- **A permission slip must be obtained from parent or guardian for each student who participates in the field trip prior to its taking place.**
- **Form CA47 Special Bus Request will be utilized for all field trips.**
- **Request must be submitted at least two weeks prior to a planned trip. Requests submitted with less than two weeks lead time may be returned with no action taken. The school or teacher will be notified of action taken on a request at least five days prior to the trip.**
- **All requests will be submitted to the Assistant Superintendent's Office.**

Using Commercial Carriers – Using School Funds (Partial Payment)

- **A permission slip must be obtained from parent or guardian for each student who participates in the field trip prior to its taking place.**
- **Form CA47 Special Bus Request will be utilized for all field trips.**
- **Request must be submitted at least two weeks prior to a planned trip. Requests submitted with less than two weeks lead time may be returned with no action taken. The school or teacher will be notified of action taken on a request at least five days prior to the trip.**
- **All requests will be submitted to the Assistant Superintendent's Office.**

- A portion of the school's cost may be approved for payment with school funds with the balance made up by the individual school and/or participating students. Consideration might be given to charging a small fee to students to defray the higher cost of commercial carriers.
- With the request for the field trip a cost estimate must be submitted.
- The amount of the school field trip fund allocated to hire the commercial carrier, if any, will be forwarded to the principal of the school who will be responsible to pay the commercial carrier.
- When using a commercial carrier arrangements must be made through the Transportation Office.

Use of Vehicles and Funds Other Than Those of the School Department

General Consideration Covering All Trips

- No student should be denied the privilege of any trip because of his inability to pay the established charge.
- Arrangements for safe conduct home must be made prior to the trip for any group arriving back after normal school hours.
- Necessary safety precautions must be maintained during the time students are away from the vehicle and while they are aboard the vehicle.
- A first-aid kit with basic medical supplies should be carried on all field trips.

FIELD TRIPS OF SHORT DURATION

Field Trips of short duration shall be considered as any field trip whose total time to and from the destination shall not exceed one day. All field trips of short duration must be planned at least two weeks in advance, longer if possible. The general guidelines outlined in FIELD TRIPS OF LONG DURATION apply.

FIELD TRIPS OF LONG DURATION

Field Trips of long duration shall be considered as any field trip whose total time to and from the destination shall exceed one day. Such field trips may be inter-city, inter-state, or inter-national.

1. General Guidelines

Detailed plan must be submitted in writing to the principal and to the Assistant Superintendent for approval. Sufficient time will be allowed for

submission of the plans for approval depending upon the extent, location

and duration of the planned trip. These plans shall include:

- PURPOSE:** A brief statement to include educational and all other inclusive objectives as well as specific reasons for selecting the activity.

- DATES:** Whenever possible, trips of long duration should be

planned to take place during the school vacation period.

- **RECORD OF STUDENTS:** Upon receipt of approval by the principal and the Assistant Superintendent, and with the filing of a parental permission form, a final list of names, addresses, telephone numbers of all participants, including staff and chaperones, is to be placed on file with the Assistant Superintendent.

- **CHAPERONES:** A sufficient number of adults must be provided to insure adequate supervision. A ratio of 1 to 10 must be maintained as closely as possible:

- a. The member or members of the professional staff specifically the designated content area of the field trip who are involved in the organization, coordination and overall planning and also serve as chaperones may participate without personal cost for the basic field trip as provided by the travel agency and/or transportation source.

- b. It is understood that these professionals will not receive any remuneration other than regular salary for their involvement.

- c. It is further understood that students and parents will be informed of this arrangement, and the overall cost of the basic trip will be computed on this basis.

- d. Sponsors of trips may not have their own minor child attend the trip.

- e. Other qualified professionals and parents who volunteer to serve as chaperones may, at the direction of the responsible teacher and principal, share equally in any reductions offered by the travel agency and/or transportation source subject to:

 Meeting all school requirements for chaperones as related to the specific nature of the field trip.

 For foreign travel a tentative list of “working chaperones” should be included with the original proposal for the trip, and final choice chaperones must be selected and approved by the Assistant Superintendent sixty (60) days prior to departure date.

 Willingness to accept full responsibility for their role under the supervision of the Certified Teacher involved.

 Received individual approval of the school principal and the Certified Teachers responsible for the field trip.

• METHOD OF TRAVEL: The method of travel and number of vehicles must be listed; busses, air travel, private car or other. In the event that a travel agent is utilized, three comparable bids must be obtained, and must be identified in the plans submitted.

• COSTS: All costs including travel and housing, meals and gratuities, etc. must be listed and explained, both for students and chaperones.

• HOUSING ARRANGEMENTS: Identify the hotel or motel or other commercial housing by name, if these facilities are to be used. Include as well, arrangements for meals. If housing is to be accommodated in private homes, so indicate, with arrangements for meals.

• **PLANS FOR FINANCING:** Large scale solicitation of the community must be avoided. Students must be encouraged to assume costs through individual effort. Booster organizations may assume the role of fundraiser for those students unable to provide their own. Instructional time should never be directed to fundraising.

• **INSURANCE:** Provisions must be made for whatever insurance coverage is required. The name of the company, the type of coverage, and the costs must be included in the plans.

• **ITINERARY:** A detailed schedule of all stops, concerts, sight seeing, visits, etc. must be included.

• **MEDICAL ARRANGEMENTS:** Provisions for emergency care in the event of illness or accident must be included. In the event of foreign travel, immunization provisions, physical examinations, etc. must be included.

• **BONDED TREASURER:** A person identified by name, to act as a bonded treasurer in the collection of any monies associated with an extended trip will be included in the submitted plan.

• **BUDGET PROCEDURE:** The bonded treasurer will forward to the business office a report on budget procedures and periodic reports regarding fundraising activities. A detailed accounting of all expenditures will be submitted at the conclusion of the project.

- **FOLLOW-UP PROCEDURES:** A written evaluation of the project will be submitted to the Assistant Superintendent at its conclusion.
- **SCHOOL COMMITTEE APPROVAL:** All trips of long duration must be approved by the School Committee.
- **PUBLIC FUNDS:** Any trip including Cranston Public Schools' students which expends public funds and is made during school periods or vacation periods must be in compliance with school district policy and meet appropriate school system bidding procedures.
- **ASSURANCES:** All trips, regardless of whether public funds are expended, must meet appropriate school system insurance, safety, and transportation procedures.
- **REPORTING:** The Assistant Superintendent will report all overnight approved activities to the School Committee at the next regular monthly meeting.
- **FIELD TRIPS OF SHORT DURATION:** Field Trips of one day duration, arranged at the local school level or through the Transportation Office, utilizing City or other local vehicles, will be considered an exception to the bidding requirement, as specified in Policy #3322.

- **SUBSTITUTES/COVERAGE:** If substitutes are required for students who are not going on the field trip, the cost must be covered by the trip fees. If internal coverage is applied, there must be no cost to the school district.

INTERNATIONAL TRAVEL

1. While traveling outside the United States in a foreign country, the Assistant Superintendent shall be notified of the arrival in the foreign country and any other pertinent information.
2. Requests for permission for travel outside the United States must be submitted to the Assistant Superintendent for recommendation to the School Committee for action.
3. International travel for any one organization in a given school will be limited to no more than once in every three years. In the case of musical groups, only one organization per school in a given year will be allowed to travel abroad in a given year.

OFF CAMPUS COURSE WORK

1. It is recognized that certain forms of course work require individuals and/or small groups of students to explore resources

beyond the realm of the school. Such work may be conducted outside of school grounds when approved by the department chairman and the principal and with the written permission of the parents involved.

2. It is understood by all parties that such exploration will be allowed without supervision by school personnel.

3. Any provisions not covered in the above regulations, and in the interests of the health and safety of the students, shall be discussed with the Assistant Superintendent.

EMERGENCY MONETARY GRANTS FOR EXTRA-CURRICULAR STUDENT TRAVEL

1. The Cranston School Committee supports and encourages the participation of officially sanctioned student groups in local, regional and national athletic and/or scholastic competition. Such competition is viewed as co-curricular in nature and in keeping with the highest ideals of excellence, the development of self-discipline and the development of team and school spirit.

2. The Cranston School Committee acknowledges that student groups not ordinarily supported by regularly budgeted funds must assume full responsibility for raising their funds for travel to regional or national competitions. These events bring honor to the individual,

the school and the community.

I.D.E.A. / SECTION 504

1. Cranston Public Schools will follow all applicable Federal and State Laws and Regulations regarding children with disabilities; students with disabilities who participate in the general educational program in an instructional area will continue to be included in activities such as Field Trips. Where appropriate, the IEP Team will address Field Trips.

2. Transportation and/or access concerns for students with disabilities must be communicated by school personnel in a reasonably timely fashion to the Transportation Director for day field trips.

NON-PUBLIC FUNDS FOR FIELD TRIPS

1. In lieu of formal bid procedures (Field Trips are not paid out of public funds), three quotes must be obtained for transportation and housing expenses, if applicable.

2. An accounting shall be available for public inspection for all trips involving Cranston Public Schools' students from the supervising Principal, Director, Department Head and/or Teacher.

This policy shall take effect upon passage.

POLICY AMENDED: CRANSTON PUBLIC SCHOOLS

RESOLUTION NO. CRANSTON, RHODE ISLAND

POLICY ADOPTED: 12/15/80